



भारत सरकार / GOVERNMENT OF INDIA
आयकर विभाग / INCOME TAX DEPARTMENT
मुख्य आयकर आयुक्त कार्यालय / OFFICE OF THE CHIEF COMMISSIONER OF INCOME TAX
63, रेस कोर्स रोड / RACE COURSE ROAD, कोयंबतूर / COIMBATORE - 641 018

Phone : 0422-2225003(Office) /2223174 (Pers)

Fax : 0422-2220710

C.NO.65/Housekeeping/CCIT/CBE/2018-19

Dated: 20.07.2018

NOTICE INVITING TENDER

The Income tax Department, Coimbatore invites sealed quotations from reputed agencies/firms/individuals to provide **Housekeeping Services** for Income-tax premises at Coimbatore. Interested parties may send quotations in sealed envelope with separate Technical and Financial Bids to the Income Tax Officer (HQ) (PR & TPS-1), Office of the Chief Commissioner of Income tax, 4th Floor, Annexe Building (Room No.415) No.63, Race Course Road, Coimbatore. Tender forms along with terms and conditions can be obtained from Income Tax Officer (H.Qrs)(PR & TPS-1),Office of the Chief Commissioner of Income tax, 4th Floor, Annexe Building (Room No.415) No.63, Race Course Road, Coimbatore on all working days **till 20.08.2018**. Also, the tender forms can be downloaded from www.incometaxindia.gov.in and www.tnincometax.gov.in.

Last date of receipt of tender : on or before 20.08.2018 up to 4.00 PM

Time of Opening of qualifying bids : on 21.08.2018 @ 11.30 AM

-Sd-

[B.S. Venukumar]

Income Tax Officer (HQ) (PR & TPS-1)
Office of the Chief Commissioner of Income Tax,
Coimbatore.



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NOTICE INVITING TENDER
FOR PROVIDING HOUSE KEEPING SERVICES

The Income Tax Department, Coimbatore invites sealed offers from reputed / authorized concerns engaged in the business of House keeping Services to provide House Keeping Services viz cleaning of rooms, corridors, toilets, compactors, glass doors, windows, curtains, computer peripherals, telephone instruments, office surroundings etc. on monthly contract basis at the Income Tax Office, No.63, Race Course Road, Coimbatore — 18 for the period of one year from the date of finalization of contract.

TENDERING PROCESS

1. Tender is invited in two parts i.e (i) **Qualifying bid** and (ii) **Financial bid**. The tender form for Qualifying bid in Proforma prescribed in ANNEXURE –I and the tender form for the Financial bid in proforma prescribed in ANNEXURE –II complete in all respects shall be **submitted in two separate sealed covers addressed to the Income Tax Officer (HQ)(PR & TPS-1), Office of the Chief Commissioner of Income tax, No.63, Race Course Road, Coimbatore, by 4.00 P.M on 20.08.2018**. Late submission of Tenders shall not be accepted. The sealed covers should be superscribed with “**Qualifying Bid-Contract for providing “Housekeeping Services” and “Financial bid-Contract for providing “Housekeeping Services”**” respectively. **Qualifying bids will be opened on 21.08.2018 at 11.30 A.M** in the presence of bidders at **Income Tax Auditorium in the Second Floor Main Building at No.63, Race Course Road, Coimbatore**. If the date of opening is declared as holiday, the quotations will be opened on next working day.

Incomplete bid documents shall be rejected. The valid qualifying bids shall be scrutinized by the Committee to short list the eligible bidders. Thereafter, the financial bids of the short listed bidders will be opened immediately after bid. **In case, it is not possible to open on stipulated date due to unavoidable circumstances, the next date of opening will be duly informed.**

2. If the tenders are sent by post / courier, it should be ensured that the cover is intact without any damage of loss at the time of reaching destination and it should reach before the stipulated time limit. Department is not responsible for the delay on account of Postal / Courier Services.

3. **Earnest Money Deposit**: Earnest Money Deposit of Rs.50,000/- (Rupees Fifty thousand only) per application in the form of Demand Draft / Banker's cheque of scheduled Bank drawn in favour of **The Administrative Officer, Office of the Chief Commissioner of Income Tax, Coimbatore-18** shall accompany the qualifying bid. Qualifying bids without Earnest Money Deposit will be rejected. EMD will be returned to all the unsuccessful bidders at the end of the selection process. However, the EMD shall be forfeited in case the successful bidder withdraws or the details furnished in Annexures-I & II are found to be incorrect or false during the tender selection process. **No interest shall be paid on the Earnest Money Deposit(EMD) of the successful bidder and same will be returned on furnishing a Performance Guarantee.**

4. **Performance Guarantee**: The successful bidder has to submit 10% of the monthly value of contract as performance guarantee deposit in the form of **Bank Guarantee/demand draft/banker's cheque of a scheduled bank drawn in favour of The Administrative Officer, Office of the Chief Commissioner of Income Tax, Coimbatore-18** before the contract is awarded to him. The Performance Guarantee shall be refunded to the selected bidder on successful completion of the contract period. No interest shall be paid on the Performance Guarantee placed with the Department by the successful bidder. The performance

Guarantee will be forfeited in the event of withdrawal of contract by the contractor before the expiry of the contract period or in the event of termination of the contract attributable to the unsatisfactory performance of the contract or for violation of any of the terms and conditions of the contract.

5. The tenderer is requested to inspect the areas under consideration for House Keeping at the premises between 10.00 am and 5.00 pm (Monday to Friday) and submit their quotes thereafter. Any clarification in this regard may be sought from the Care Takers of Estates, 0/o the Chief Commissioner of Income Tax, 63, Race Course Road, Coimbatore-18 (Phone: (0422) 2225012 Extn: 5012).

6. The tenderer shall sign and stamp each page of this tender document and all other enclosures appended to it as a token of having read and understood the terms and conditions contained herein and submit the same along with the qualifying bid. The tenderer would fill up the information in the ANNEXURES-I & II enclosed at the end of this document in clear and legible terms. Wherever required the prices quoted shall be written in figures and words as well. ANNEXURES shall also have to be signed and stamped by the bidder or its authorized signatory.

7. The tender forms shall be rejected if it is found to be incomplete in any aspect.

8. The tender documents are not transferable.

ELIGIBILITY CRITERIA:

The invitation for bids is open to agencies fulfilling the eligibility criteria as detailed below:-

1. The bidder must in possession of valid license from Central or State Government or other competent authorities for running manpower agency.
2. Bidder should have a minimum of three years of experience in providing man power services, for outsourcing services of Housekeeping Staff to various Government Organizations since FY.2015-16.

3. The bidder must have obtained Permanent Account Number (PAN) under the Income-tax Act, 1961.
4. The evidence for filing of returns along with Income and Expenditure Account and Balance Sheet for past three Financial Years 2014-15, 2015-16 & 2016-17 (Assessment Years 2015-16, 2016-17 & 2017-18) should be enclosed along with the qualifying bid.
5. The bidder must have gross contractual receipts of Rs.1 Crore and above during the last two financial years 2016-17 & 2017-18. A statement showing list of clients along with evidence for contractual receipts should be enclosed along with the qualifying bid.
6. The bidder must have valid ESI Registration, EPF Registration and GST Registration as on the date of submission of tender.
7. **In the event of the contract being awarded, the contractor should be prepared to deploy the persons w.e.f. 01.09.2018.**
9. The bidder should also be able to provide additional manpower as required by the Department during the currency of the contract.

TERMS AND CONDITIONS:

1. The contract under consideration is towards House keeping and Cleaning Services of Office space, toilets, common area and surroundings pertaining to the below mentioned buildings:

Particulars of Buildings	Plinth Area	Toilets	
		Common	Attached
Main Building and Annexe Building, 63 Race course Road, Coimbatore-641018	10286.37 Sq.M	27	12
“Mayflower Midcity” No.1510, Trichy Road Coimbatore – 641 018	980 Sq.M.	3	1
Income Tax Quarters, C.K.Colony, New Sidhapudur, Coimbatore-641044	--	--	--

2. The Contractor shall undertake cleaning and mopping of office floor area, cleaning of tables, chairs and other equipments viz., computers, telephones, fax machines, fans, light fittings, etc., in all officers room and staff hall, cleaning of toilets and clearing of waste on a daily basis as per the schedules of work mentioned below:

(A) OFFICE SPACE:

- (i) The office floor area including officers chambers, staff halls, visitors rooms, Guest house / suits I dormitory, recreation room, federation room, form stores, creche, women's welfare association room, telephone exchange, lift car, etc., shall be cleaned and mopped twice a day. These areas shall also be cleaned using a Scrubber / Vacuum machine as and when required.
- (ii) Furniture like tables, chairs, visitors chairs, sofas, computer tables, almirahs, etc and the electronic gadgets like computers, telephones, fax machines, photocopier machines, etc installed in the above mentioned areas shall be dust-free and dusting shall be done daily. The compactors, doors, windows, partition, Venetian blinds and curtains shall also be kept clean by wiping them daily.
- (iii) All records are kept in the compactors / almirahs / racks shall be vacuum cleaned once in a fortnight. This work shall be done only on a working day in the presence of the official who is in possession or the designated official of such records.
- (iv) The lobby at the Main building and Annexe building shall be spick and span and the mopping shall be done as and when any dirt, stains or foot marks appear. All items installed at the lobby viz., tables, chairs, glass doors shall be wiped off dirt at regular intervals.

- (v) All name boards shall be wiped clean once in a week. All brass boards shall be polished with brass polish.
- (vi) The electrical fittings like tube lights, fans, etc shall be cleaned once in a week.
- (vii) Conference room, auditorium shall be cleaned before and after every meeting.
- (viii) Artificial plants, door mats and carpets shall be cleaned daily.
- (ix) Care should be taken that the gadgets are not tampered off during the cleaning operation.

(B) CANTEEN :

- (i) A minimum of THREE house keepers shall be deployed exclusively for the canteen.
- (ii) The working hours of the persons deployed for canteen shall be 7.00 am to 4.30 pm with holidays on Sundays & National holidays. They shall report to the canteen in charge/care taker on Saturdays for cleaning canteen premises and other areas assigned.
- (iii) The persons deployed shall maintain perfect hygiene at the canteen. They are in charge of cleaning the utensils, mopping the canteen and kitchen floors, cleaning of tables and chairs put to use at the canteen.
- (iv) Extreme care shall be taken in washing the utensils and kitchen equipments of the canteen and maintain utmost cleanliness.
- (v) During the canteen hours, they shall provide drinking water at the table. They shall remove and clean all plates, tumblers, spoons, etc., from the table immediately after use.

(C) TOILET :

- (i) The entire campus has 30 common toilets and 13 attached toilets. As far as the common toilet is concerned, the urinal basin, commodes, wash basin, mirrors, tap fittings, etc shall be cleaned every hour.
- (ii) In respect of attached toilets, it shall be cleaned twice a day (morning before office hours and during the lunch hour).
- (iii) The electrical fittings like tube light, fans, exhaust fans, ozonizers, etc., shall be cleaned once in a week.
- (iv) Care shall be taken that the cleaning operation does not obstruct the use of toilets for long time.
- (v) Toilet fresheners, naphthalene balls and urinal cubes shall be used in all toilets by the contractor at their own cost.
- (vi) The pipeline shafts in all buildings shall be cleaned once in a week.
- (vii) An hourly chart of the cleaning work undertaken at the common toilets shall be exhibited at the rear side of the toilet door and shall have the initials of the housekeeper and the supervisor on the chart as a mark of having completed the hourly cleaning operations. A board noting "CLEANING IN PROGRESS" should be placed outside the toilet door at the time of cleaning work being carried out.

(D) COMMON AREA:

- (i) The corridors, staircase, staircase railings, lifts shall be cleaned and mopped twice a day. The corridors and staircases shall also be cleaned using a scrubber machine once in a week.
- (ii) The electrical fittings like tube lights, fans, exhaust fans, etc. in the corridor, staircases and lifts shall be cleaned once in a week.

- (iii) The doors, windows, glass partitions, wall skirting, artificial plants, door mats, carpets, paintings, name boards, fire extinguishers, etc. in the corridors and staircases shall also be wiped clean daily.
- (iv) Apart from periodic cleaning, if stains, spills or footmarks or by any act of human or nature, anything is found or reported in these areas, the same shall be cleaned immediately.
- (v) The surroundings of these buildings including car parking area, cycle sheds and Garden shall be cleaned daily. There should be total cleanliness from dead / dropped leaves and litter.

(E) MISCELLANEOUS:

- (i) Cobwebs, honey combs, etc, if found or reported anywhere, shall be removed immediately.
- (ii) Fumigation, fogging and spray of larvicides shall be done once in a week to control mosquito and cockroach infestations.
- (iii) Periodical measures shall be undertaken to prevent rodent menace.
- (iv) All rubbish and waste items that get accumulated at the canteen / toilets / corridors and stair cases shall be relocated periodically to the dumping point set up by the Corporation of Coimbatore and there shall be no left over at the end of the day.
- (v) All cleaning items put to use like brooms, mops, cleaning liquid bottles, cleaning machines, vacuum cleaners, scrubbers, etc., shall not be left at the place of use and these items should be totally out of sight.

- (vi) The contractor shall deploy all equipments, machines, vacuum cleaners as mentioned in Annexure II (Financial Bid). Similarly, the consumable shall also be put to use as required at the cleaning area. Any short supply or inadequacy with regard to manpower, consumable and equipments shall be viewed seriously.
- (vii) In the areas under consideration above which are to be cleaned daily, the first cleaning operation in all aspects shall be completed and made fit to use before 9.00 am (i.e., before office hours) at any cost. The office closes at 5:45 pm and hence hourly cleaning operations shall be executed and last cleaning shall be attended at 4:30 pm.
- (viii) The schedule of weekly and fortnightly cleaning operation to be undertaken shall be submitted to the designated officer on the last working day of the previous month and shall strictly adhere to the schedule. All weekly and fortnightly cleaning operations (other than dust removal on records through vacuum cleaning) shall be undertaken on Saturdays and holidays or at the convenience of the officer occupying the chamber.
- (ix) The persons employed shall work on all days except Sundays and National Holidays. All the persons including the manager, supervisors shall be present on all Saturdays and report to the Care Taker for specific instructions on cleaning.
- (x) The contractor should provide Identity Cards to their employees which shall be worn in such a way that it is prominently displayed and visible, so that any person can identify the individual representing the contractor. These identity cards shall have magnetic codes inscribed in it so as to provide the time-in and time-out details of the persons. The necessary equipment shall be provided by the contractor.

- (xi) The personnel shall attend to work punctually at the prefixed / determined timings and shall be well-behaved and mannered.
- (xii) The personnel shall perform all the duties assigned to the contractor and as specified by the Department from time to time.
- (xiii) The personnel shall report to the Officer-in-charge assigned by the Department.
- (xiv) All cleaning materials and cleaning equipments shall be provided by the contractor. The cleaning materials shall be harmless, eco friendly and certified for human use by the Indian Bureau of standards. The materials used shall in no way damage the floors and other items by way of fading, stain forming, eroding, etc., A Copy of invoice for the materials being purchased should be produced along with the monthly bill.
- (xv) One exclusive supervisor shall be equipped with mobile phone and shall be available in the building premises from 8:00 am to 6:00 pm on all working days. The supervisor shall be in-charge for the overall act of cleaning in respect of the buildings / canteen.
- (xvi) License from Labour Department as per section 12 of Contract Labour (R&A) Act, 1970 and statutory provisions shall be obtained for the contract work within 7 days of award of contract, a copy of which shall be produced to this office immediately.
- (xvii) In terms of the Contract Labour (R&A) Act, 1970 the contractor shall pay their employees a minimum wages at the prevailing rates as fixed under the minimum wages act, 1940 as amended from time to time either by Central Government or by State Government and any breach of this condition shall lead to termination of the contract and the same

would be dealt with accordingly. Besides, ESI and PF per head at the current rate shall be paid by the contractor every month, as per the existing rules.

- (xviii) The contractor is responsible for payment of monthly salary including leave salary, bonus, gratuity, etc to the employees as applicable to them.
- (xix) The Contractor is solely responsible for the statutory payments such as ESI, PF, etc. paid to the concerned authorities. Also proof for such payments made have to be produced along with the monthly bill.
- (xx) The contractor shall submit the bills for the current month by the first day of the next month so as to enable the Department to process the same and pay the contractor.
- (xxi) Tax shall be deducted at source as per the Income Tax Rules from the monthly bills.
- (xxii) The Contractor shall ensure that the work undertaken by their employees is carried out efficiently and to the satisfaction of the Department.
- (xxiii) The contractor and the employees engaged by the contractor shall be subject to the entry and exit procedures of the Department as may be determined by the Department from time to time.
- (xxiv) If in the opinion of the Department that the contractor engages inadequate number of employees or does not execute the work in a satisfactory manner, in accordance with the terms and conditions of the contract, the Department may get the work done through a third party contractor, without any written notice to the Contractor. The cost of which shall be recovered from the contractor from the

monthly payment and / or the money available with the department as performance guarantee.

- (xxv) In the event, if the Department decides to renew the contract on the same terms as embodied or such other modified terms as it may think fit and proper, it shall communicate the decision of the Department to the contractor prior to the expiry of this agreement. In which event the parties to this agreement shall be governed by such documents for future of further transactions.
- (xxvi) The contractor shall provide at the cost of the contractor, a manager who shall be responsible for all acts of the employees of the contractor on the premises of the Department on all days and who shall be responsible for the supervision and conduct of the employees working under the contractor.
- (xxvii) Close liaison shall be maintained with our officer-in-charge concerned for smooth and efficient performance of duties of the house keepers.
- (xxviii) It shall be the responsibility of the contractor to comply with the service conditions of its employees including fixation and payment of their wages. However, in order to keep the Department informed, for the purposes of the Departments statutory responsibilities and liabilities if any, as may be applicable from time to time, the contractor shall intimate the Department, the details of wages paid to the workmen and if the need arises to depute its representative to be present at the time and place of disbursement of wages by the contractor and inspect relevant records if any. The Department shall verify such payments made in the wages register maintained by the Contractor.

- (xxix) The contractor shall ensure that its personnel present themselves clean and tidy and in proper attire whenever they carry out the work covered by this agreement.
- (xxx) The contractor shall indemnify and shall keep the Department indemnified against acts or omission or negligence, dishonesty or misconduct of the housekeepers engaged for the work and the Department shall not be liable to pay for any damages or compensation to such person or to third party.
- (xxxi) The contractor shall, at all times, indemnify the Department against any claim which could arise under workmen"s Compensation Act, 1953, and / or under any statutory notification thereof or otherwise in respect of any damages or compensation in consequence of any accident, injury sustained to any of the workmen engaged by the contractor or other persons whose entry into the Department premises has been authorized by the contractor. The contractor shall insure all the employees engaged for this job and such policy shall be produced to the Department on demand. The Department has not fixed any parameters in respect of the number of persons to be employed at the areas of operation other than the canteen. However the minimum number of employees shall be maintained as per details in the financial bid i.e., one manager, one supervisor and 27 staff (includes 5 male staffs which is mandatory). In the event of any exigencies that may arise from time to time, it shall be open to the Department in the exercise of its discretion to call upon the contractor to provide such additional personnel as may be necessary in its opinion for the purpose of effectively carrying out the services contemplated in this agreement.

- (xxxii) The Department has not fixed any parameters in respect of the number of persons to be employed at the areas of operation other than the canteen. However the minimum number of employees shall be maintained as per details in the financial bid i.e., one manager, one supervisor and 27 staff (includes 5 male staffs which is mandatory). In the event of any exigencies that may arise from time to time, it shall be open to the Department in the exercise of its discretion to call upon the contractor to provide such additional personnel as may be necessary in its opinion for the purpose of effectively carrying out the services contemplated in this agreement.
- (xxxiii) In the event of increase in service tax by State / Central Government in future applicable under this contract, the Department shall bear the same.
- (xxxiv) That the contractor shall arrange for the maintenance of all such registers and forms as are statutorily required and / or considered necessary for the efficient performance of the contract.
- (xxxv) That it is clearly agreed and understood that all the persons provided / engaged by the contractor shall be the employees of the contractor and all disputes between the contractor and its employees shall have no bearing on the Department. The Department shall not be responsible for any claims made by such persons and shall not be liable to pay any amount to any employee / ex-employee of the contractor. The contractor is fully responsible for disciplined behavior of its workmen.
- (xxxvi) All damages caused by the contractor or that of the contractor"s employees or by any other personnel arising out of its employees shall be charged to the contractor and recovered from its dues / bills.

- (xxxvii) Failure by the contractor to comply with any statutory requirements and / or the terms of the agreement during the period of contract shall result in deductions from the bill at the rate fixed by the department for each lapse and / or termination of the contract and subsequent disqualification from participation in any future tender of the department.
- (xxxviii) In case, if the contractor withdraws or the department terminates the contract for violation of terms and conditions and / or deficiency in service during the period of contract, the additional expenses in hiring a new contractor on temporary arrangement till the time of appointing a regular contractor through a similar tender process, shall be adjusted against performance guarantee of Rs. 1,00,000/- (Rupees One Lakh only) provided by the successful bidder.
- (xxxix) The contractor is solely responsible for all acts of its employees and shall make all such arrangements required to take care of the medical treatment / medical assistance / support required for its employees, attributable to the performance of their duties / work as per the contract. Necessary first aid kits shall be maintained by the contractor for the emergency need of its employees.
- (xl) Besides the above, an undertaking in the following format shall also be furnished: "The contractor hereby agrees to undertake that it shall abide and conform to the various provisions as they relate to him, as specified in Contract Labour (R & A) Act, 1970".

RATE AND PRICES:

1. The bidders shall quote their rates per personnel deployed as “Rate per day per personnel” (in both words and figures) which shall not be less than the minimum wages stipulated by the Government. The payment of wages during the contract period shall not be less than the minimum wages fixed by the Central Government from time to time. In this regard the order of the Chief Labour Commissioner(C) in No 1/13(6)/2017-LS-II dated 03/04/2018 has given the wages payable for different category of workers. The minimum wages prescribed in that order for “**Employment of Sweeping and Cleaning**” should be adhered to.
2. The contractor/bidder shall have to specify the percentage and the amount to be charged by it towards EPF and ESI Contribution (per day) in the financial bid.
3. The contractor/bidder shall have to specify the amount of bonus to be paid to its workers (to be calculated per day) in the financial bid.
4. The contractor/bidder shall have to specify the amount to be charged by it towards service charges for providing the Housekeeping Staff as per the wages as mentioned in above para. It may be noted that in order to eliminate frivolous bids and disguised charges / deduction from salary of personal, contractors bidding at 0% service charges shall be disqualified.
5. Proper salary slips indicating the deductions (PF & ESI etc.) shall be provided to the deployed persons by the contractor at the time of disbursement of the salary every month. The details with regard to payment of PF, ESI & Service Tax and other statutory payments should be submitted for verification as and when called for by the Department.

PAYMENT TERMS:

1. The contractor shall submit the bill for every month by the 7th day of following month along with the statement showing number of persons deployed for number of days certified by the respective Officers. No interim bills will be entertained. Payment will be made through Cheque / ECS within a month from the date of submission of bill provided there is no dispute in respect of rates, quantity and quality of work and on the basis of endorsement made by the respective Officers. The payment shall be made either by Office of the Chief Commissioner of Income Tax, Coimbatore-18 or by the respective Drawing Disbursing Officers (DDOs). The payment is subject to TDS applicable under the Income Tax Act, 1961.

TECHNICAL BID:

The technical bid submitted by the bidder shall include the following and the financial bid will be opened only on submission of the following along with the tender document.

1. A detailed profile of the organisation.
2. Details of clients where more than 40 Housekeeping Staff were employed in an organisation during the Financial Years 2016-17 and 2017-18.
3. Full particulars of the Government or other Organizations, where the bidder has carried out manpower services contract for a period of more than two years (self attested copies of the relevant work orders to be attached).
4. Copies of the Audited Balance Sheet, Profit & Loss Account, Income-tax Computation Sheet and Income-tax Return for the AYs.2015-16, 2016-17 & 2017-18.
5. Copy of the License / Certificate issued by the competent authority.

6. Copies of PAN Card, EPF & ESI Registration Certificates, GST Registration Certificate.
7. Copy of statement of remittances made to ESI & EPF for the FYs.2016-17 & 2017-18. Further, if it is noticed that there is frequent delay in remittances, the financial bids of such tenderer will not be opened.
8. Information regarding any litigation, current or during the last three years in which the bidder was / is involved, the opposite parties and the disputed amount.
9. Details regarding any work order that was abandoned at any stage, prematurely terminated or resulted in inordinate delay along with the reasons for the same (copies of the relevant documents are to be enclosed).
10. During the evaluation of the bids, the Income-tax Department may at its discretion ask the bidder for any clarification of its bid.

The tenderer should ensure that the following documents are enclosed:

a) The Qualifying bid:

- (i) **ANNEXURE-I** (duly filled-in) along with necessary enclosures.
- (ii) Earnest Money Deposit (EMD) for Rs.50,000/- (Rupees Fifty Thousand only) in the form of Demand Draft / Banker's Cheque drawn in favour of "The Administration Officer, O/o The Chief Commissioner of Income Tax, Coimbatore-18.
- (iii) Tender Document (all pages signed)

b) The Financial Bid:

The service provider will be selected on the basis of the rate quoted in **ANNEXURE-II.**

(B.S. Venukumar)
Income tax Officer(HQ)(PR&TPS-1)
O/o the Chief Commissioner of Income tax
Coimbatore

QUALIFYING BID DOCUMENT

1. Name of the party :
2. Address (with Tel No., Fax No.) :
3. Name & Address of the Proprietor /
Partners / Directors
(with Mobile No. & E-mail) :
4. Contact Person(s)
(with Mobile No. & E-mail) :
5. No. of years of experience in providing
Manpower for Housekeeping Services :
6. Details of ESI & EPF Registration along with
evidence (Registered before 01-Apr-2011)
provide copies of ESI & EPF return filed
during the last year. :
7. Details of GST Registration along
with evidence :
8. Permanent Account Number (PAN) :
9. The evidence for filing of IT returns along with
Profit & Loss Account, Balance Sheet & I.T.
Computation Sheet for last three Asst. years
is to be enclosed. :
10. List of clients along with evidence for Gross
Contractual Receipts in the Financial Years
2015-16 & 2016-17 (AYs. 2016-17 & 2017-18) :
11. Information regarding any litigation current or
during the last three years in which the bidder
is involved (Necessary evidence to be enclosed) :
11. Details of EMD :

DECLARATION

I/We hereby certify that the information furnished above is true and correct to the best of my / our knowledge. I/We understand that in case any deviation is found in the above statement at any stage, I/We will be blacklisted and will not be permitted to have any dealing with the Department in future.

(Signature of Authorized Signatory with date)

FINANCIAL BID DOCUMENT

1. Name of the Bidder :

2. Address of the Bidder :
(with Tele No., Fax No.)

3. Name & Address of the Proprietor/ :
Partners/directors
(with mobile No. & e-mail)

4. Contact Person(s) :
(with mobile No. & e-mail)

5. Minimum Wages per day per person :
(both in words and figures)
(As per Minimum Wages Act)

No.	Description	Applicable % or Amount	Rate Per Day Per Person
A	Basic		
B	DA		
C	HRA		
D	Conveyance Allowance		
E	Washing Allowance		
F	Other Allowances, if any		
G	(A+B+C+D+E+F)		
H	EPF (Employers Contribution)		
I	ESI (Employers Contribution)		
J	Bonus		
K	(G+H+I+J)		
L	Contractor Service Charge		
M	(K+L)		
N	GST(on M)		
O	Total cost per Labour per day (M+N) (Billing Amount)		

DECLARATION

I/We hereby certify that the information furnished above is true and correct to the best of my/our knowledge. I/We understand that in case any deviation is found in the above statement at any stage , I/We will be blacklisted and will not be permitted to have any dealing with the Department in future.

(Signature of authorized signatory with date)